OVERVIEW OF TEXTUAL REPORTING FEATURES

CREATING A STUDENT SUMMARY

Go to the desired student's **Setup** tab, and view the **Edit Student Details** sub-tab.


From here, you can insert the student's biographical information, which will be sourced into subsequent reports. Note that there is a field in which you can input the student's diagnosis (in text or using DSM or ICD-9 codes), if applicable. At the bottom of the **Edit Student Details** page, is a section titled **Student Summary**. Like the other student details, this information will be sourced into any textual reports that are generated. The **Student Summary** is intended to preface reports, providing a general case synopsis.

Once you have filled in your student details, be sure to save your changes. Next, go to the **Analysis & Reporting** tab, and select the **Textual Reports** sub-tab.
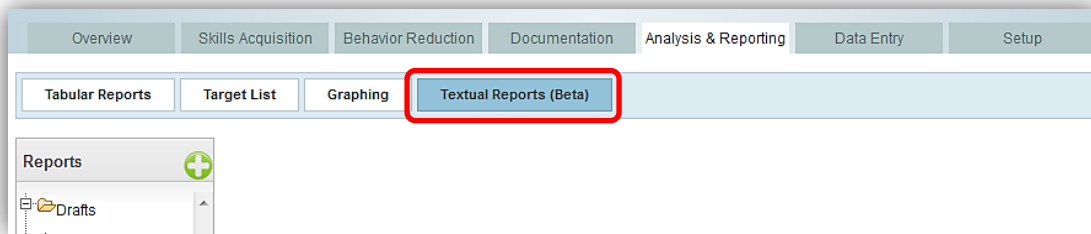
GENERATING A BLANK REPORT

To create a new blank report, click the green + on the Reports menu. From the **Progress Reporting Wizard**, choose Blank Report. Choose a name for your report (e.g., *Fall 2013*, *January*, or *1st Quarter*), and choose the date range from which you wish to view progress.

Choose **Generate Report** to save the parameters and run your report.

Once the system has completed the report, it will automatically display in a new editing window. From here, you can edit and format text, and insert tables, pictures, and graphs. To insert a graph, station the cursor where you would like the graph to appear within the report, and choose the graphing icon located in the editing toolbar.

From the Insert Graph window that will appear, you can select any of the student's Event Graphs, Per Behavior graphs, Cumulative Program graphs, or Skills Acquisition graphs. Select the + beside each folder to expand and view all graphs within.
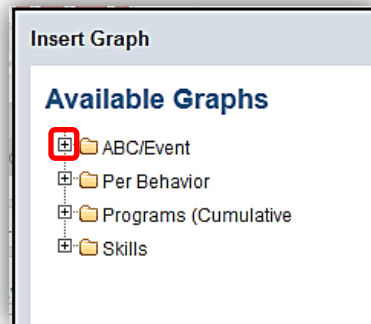

Once the graph has been placed into your document, you can right-click on it to edit.
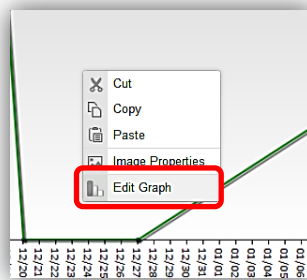
You can adjust Annotations, Comparisons, Technical Indicators, and Chart Settings from the graphing window that appears. Note that users can now adjust the date range for the graph. After any changes are made to the custom date range, select **GO** to apply them. Be sure to select Save Changes when complete.
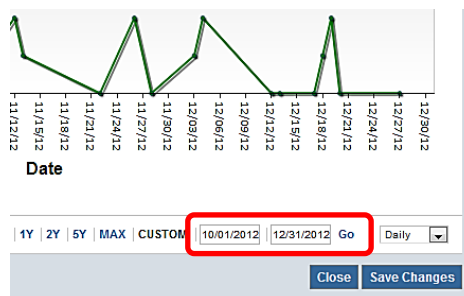
The reports are saved every 10 seconds while you edit them. When you are finished, to save the report as a PDF and close it for editing, select "Publish." The report will then move from your Draft folder to your Published folder.

GENERATING A PROGRESS REPORT USING A CATALYST REPORT TEMPLATE

To create a progress report using a Catalyst Report Template, from the **Progress Reporting Wizard**, choose Catalyst Progress Report.

Name your report, and choose the date range from which you wish to view progress. For this report type, under the student's biographical information, you will see list of the student's mastered skills, separated by skill areas.

Below the summary of skills mastered, the report generates a summary of behavior reduction progress. Behavior graphs are listed by target, with areas for users in insert text describing the summary of progress. After behavior graphs, the progress report will include a summary of skills which are currently in-treatment, including their graphs. You also have space to include notes on these skills' progression.
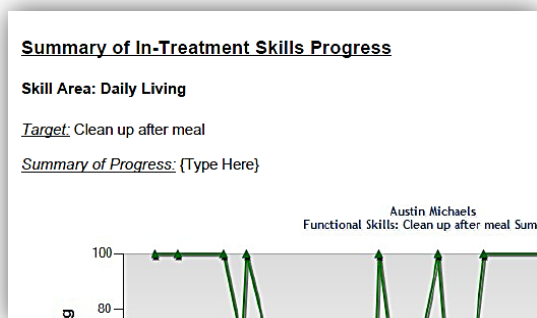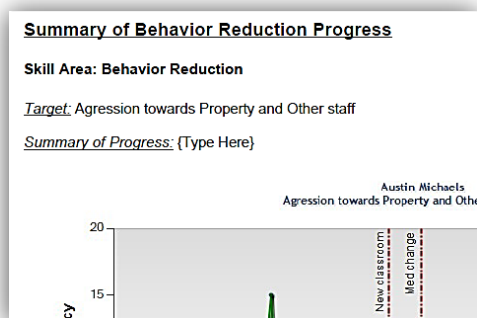
After the complete list of current targets, the report contains an area for users to enter text concerning progress barriers for the current reporting period, general comments, and program recommendations. Signature lines will be derived automatically from the student's details on the Setup tab.

PROGRESS BARRIERS THIS REPORTING PERIOD:

{Type Here}

GENERAL COMMENTS:

{Type Here}

PROGRAM RECOMMENDATIONS:

{Type Here}

_____   _____
Coby Lund   Shilpa Kooken
BCBA   Lead Therapist

To purchase a custom template for your organization, please contact support@datafinch.com for more information, including how to attach your company logo to these custom report templates.

GENERATING A TOILETING REPORT

To create a toileting report, from the **Progress Reporting Wizard** choose Toileting Report from the drop-down menu. Name your report, and choose the date range from which you wish to view progress.

The report will contain a general note on toileting, followed by eight toileting graphs. The toileting graphs are as follows:

- Accidents vs. Successes
- Accidents by Type
- All Voids by Type
- Sit Duration – Total per Day
- Sit Duration – Average per Day
- Time of Day
- Percentage of Sits Initiated
- Percentage of Sits Voided

SUPPORT

If you have any technical issues, please contact the support team at support@datafinch.com.